



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

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May 28, 1998

NOTICE TO THE TRADE

USDA Federal Subcontracting Forum, Workshop and Opportunities Fair

The Office of Small and Disadvantaged Business Utilization (OSDBU) at the U.S. Department of Agriculture (USDA) will hold a ***Federal Subcontracting Forum, Workshop and Opportunities Fair*** on Wednesday, June 24, 1998, at the Jamie L. Whitten Building, 1400 Independence Avenue S.W., Washington, DC.

The morning session (9 a.m. - 12 noon) will be held in Room 107-A and will consist of presentations from featured guest speakers and a workshop. The workshop will cover the required elements of a subcontracting plan, the reporting of subcontract award data, and other pertinent information pertaining to the subcontracting program. Mr. Stephen Schooner, Associate Administrator for Procurement Policy at the Office of Federal Procurement Policy (OFPP), and Mr. Robert Taylor, National Program Manager of the Federal Subcontracting Program at the Small Business Administration, are among the guest speakers.

Presentation topics will include:

- The Proposed OFPP Policy Letter on Subcontracting
- Impact of the Adarand Decision on the Federal Subcontracting Program (a surprising new development)
- Best Practices in Subcontracting
- The Proposed HubZone Subcontracting Goal
- SBA's Role in the Subcontracting Program
- An Update on the USDA Subcontracting Program
- The Pending Small Disadvantaged Business (SDB) Subcontracting Report
- The Future of Subcontracting

Representatives from large business concerns and non-profit organizations will have the opportunity to discuss subcontracting issues/concerns at the morning session. **The forum and workshop are open to large business concerns and non-profit organizations.** Since space is limited, reservations are required. **Reservation requests are to be submitted to Janet Baylor at the number/address provided below by June 15.** Reservations will be taken on a first-come, first-serve basis, and **only fax or e-mail requests** will be accepted. When making your reservation request, please provide the name(s) of the individuals who will be attending, and the company name, address, and telephone number.

FAX: (202) 720-3001 E-MAIL: janet.baylor@usda.gov

Subcontracting Opportunities Fair

A subcontracting opportunities fair will be held in the afternoon from 1 - 4 p.m. in the Patio of the Jamie L. Whitten Building. Small business concerns are invited to participate in the fair. Large business concerns and non-profit organizations will be available to discuss subcontracting opportunities through the afternoon.

Small business concerns must register with the OSDBU to ensure their entrance into the fair. Only fax or e-mail requests will be accepted. To register, submit a fax request or e-mail message to Janet Baylor at the number/address provided above by June 15.

Large business concerns and non-profit organizations which wish to participate in the opportunities fair should state so when making their reservation request. Ms. Loretta D'Amico of the OSDBU staff will contact the interested companies and provide them with the necessary information.

In addition, if a company representative needs accommodations to participate in the event, please notify Ms. D'Amico at telephone number 202-720-7117 (voice) or through the Federal Information Relay Service at 1-800-977-8339 (voice/tdd).

NOTE: Small business concerns will be permitted to attend the morning session if space is available and should contact Janet Baylor at 202-720-7117 after June 15.

For further information, visit the OSDBU's "What's New" section on the World Wide Web page at www.usda.gov/da/smallbus.html.



Alan King
Director